

**DEPARTMENT OF JUSTICE
PUBLIC RIGHTS DIVISION
EXECUTIVE UNIT
DUTY STATEMENT**

NAME: Vacant
CLASSIFICATION: Supervisor I
WORKING TITLE: PRD Fiscal Manager

STATEMENT OF DUTIES: Supervisor I (SUP I) manages and monitors daily fiscal, budget, and legislative activities essential to accomplishing the mission of the Public Rights Division (PRD) and the Department. The SUP I works independently with PRD Senior Assistant Attorneys General (SAAG) and other Division/Departmental staff statewide, managing the administrative functions of the Division which consists of approximately 600+ employees including attorneys, paralegals, investigators, auditors, analysts, and various support staff, and a multi-million dollar budget. The SUP I is a skilled internal consultant to the Supervisor II (working title Legal Division Manager (LDM)), Chief Assistant Attorney General (CAAG), and the SAAGs regarding budget development, division fiscal maintenance of General Fund and special funds, business-related travel for staff and witnesses, and the contracting and procurement of services and goods. The SUP I represents the Division and/or the Department on a wide variety of specialized and complex subject areas having significant impact on the Division and/or the Department and may personally handle the most complex fiscal functions of the unit. May receive direction from the CAAG and/or Chief Advisor.

SUPERVISION RECEIVED: Works under the general direction of the PRD LDM.

SUPERVISION EXERCISED: Directly supervises professional analytical staff.

TYPICAL PHYSICAL DEMANDS: May be required to sit at a computer terminal while performing research and other duties up to six to eight hours a day. Ability to lift up to 25 pounds of administrative files may be required.

TYPICAL WORKING CONDITIONS: In a remote work environment, home office, or similar environment. At the office, an enclosed office in a smoke-free environment. Occasional travel to various locations throughout the state may be required.

ESSENTIAL FUNCTIONS:

- 35% Provides operational management, day-to-day direction, and advice to professional and administrative staff in the areas of, but not limited to, legislation, budget development and fiscal monitoring. Coordinates, directs, and manages the duties and responsibilities of the direct reports handling the Division's statewide fiscal activities, legislative oversight, travel needs, and other administrative functions.
- 30% Serves as the Division's management liaison with the Division of Administrative Services in matters dealing with budgets, fiscal monitoring, attorney hour allocations, billing, interagency agreements, contracts, etc. Prepares management information reports regarding the status of activities in these key administrative areas for review by the LDM and CAAG.

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- 30% Manages and monitors the fiscal integrity of the Division's budget and ensures sufficient funding and budget adherence to the multiple funding sources. Participates in the preparation of the budget and identifies critical program fiscal needs. Coordinates and oversees various fiscal drills. Monitors and oversees the Division's funds, small-pot clients, interagency agreements, and collection trends to ensure payment efficiency and cost recovery. Advises the LDM of any division fiscal concerns and provides recommendations on alternatives and solutions. Provides direction to analysts and PRD legal staff on BCP development and strategies.
- 5% Prepares various annual division reports, as well as special studies of projects assigned by the LDM and CAAG, for both internal and external use. Provides periodic analytical support services to the PRD Executive Unit, and performs other duties as required.

I have read and understand the essential functions and typical physical demands required of this job (please check one of the boxes below regarding a Reasonable Accommodation):

- ☐ I am able to complete the essential functions and typical physical demands of the job without a need for a reasonable accommodation.
- ☐ I am able to complete the essential functions and typical physical demands of the job, but will require a reasonable accommodation. I will discuss my reasonable accommodation request with my supervisor.
- ☐ I am unable to perform one or more of the essential functions and typical physical demands of the job, even with a reasonable accommodation.
- ☐ I am not sure that I will be able to perform one or more of the essential functions and typical physical demands of the job, and will discuss the functional limitations I have with my supervisor.

Printed Name _____
Employee's Signature Date

Printed Name _____
Supervisor's Signature Date